

City of Petaluma, California

Memorandum

City Manager's Office, 11 English Street, Petaluma, CA 94952
(707) 778-4345 / E-mail: citymgr@cityofpetaluma.org

DATE: May 6, 2021
TO: Signatories
FROM: Katherine McCoy, Management Analyst II
SUBJECT: Petaluma Police Department RFP for 3D Laser Scanner

Title: Petaluma Police Department's 3D Laser Scanner with Software Design Package and Training RFP

Consultant: N/A

Project Account #: N/A

Amount of contract: N/A

Amount budgeted: N/A

Source of Funding: \$47,223 will be funded by the Department of Justice's Coronavirus Emergency Supplemental Funding Grant. Any additional costs will be funded by the police budget.

Scope of Services: The Petaluma Police Department is releasing a Request for Proposals (RFP) for a 3D Laser Scanner with Software Design package and Training. The cost of the equipment is over the minimum requirement for formal bid according to the City of Petaluma's Procurement Guidelines.

Term of contract: The RFP closes on May 31, 2021

Contract Manager:

Council approval: n/a yes, no

Pre-contract review? n/a yes, April 26, 2021 and May 5, 2021

Routing: Please Expedite: needs to release Monday May 17, 2021

SIGNATURE ROUTING SHEET FOR

Petaluma Police Department's 3D Laser Scanner with Software Design Package and Training
(Agreement/Project Title)

Please keep the original of this document with the City Clerk's executed original of the contract.


CITY OF PETALUMA

DocuSigned by:

03D99C70B34748C...
City Manager


5/11/2021
Dated

ATTEST:

DocuSigned by:

184689A7429E4492...
City Clerk


5/11/2021
Dated

APPROVED AS TO FORM:

DocuSigned by:

3C44DD480F88456...
City Attorney


5/6/2021
Dated

APPROVED:


Department Director


4/27/2021
Dated

APPROVED:

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8D202698B77B417...
Risk Manager

5/6/2021
Dated

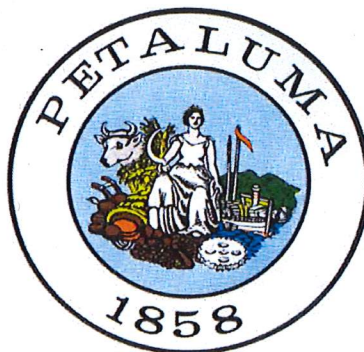
APPROVED:

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Finance Director

5/6/2021
Dated

file name:

CITY OF PETALUMA



REQUEST FOR PROPOSALS



PETALUMA POLICE DEPARTMENT RFP: PD-01-21

3D Laser Scanner with Software Design Package and Training

PROPOSAL RELEASE DATE: Monday, May 17, 2021

PROPOSAL DUE DATE: Monday, May 31, 2021 by 3:00PM PST

SUBMIT PROPOSAL TO:

City of Petaluma
Petaluma Police Department
969 Petaluma Blvd. N
Petaluma, CA 94952

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PART 1- INTRODUCTION

The City of Petaluma (“the City”) is seeking through this Request for Proposals (RFP) bids for The **Petaluma Police Department 3D Laser Scanner with Software Design Package and Training Procurement**.

The overall objective of this RFP is to find a highly qualified and licensed vendor to provide a complete proposal for **all** specific equipment set forth in this RFP.

This bid provides for the procurement of one (1) 3D Laser Scanner along with several standard equipment software/hardware accessories, and training on the equipment. Full details are provided in Part 6 of this RFP.

The City of Petaluma will enter into a contract upon approval by the City’s Attorney’s Office.

PART 2-BACKGROUND

Currently the Petaluma Police Department is funded for 66 sworn personnel. The Department consists of: a Chief of Police, a Deputy Chief of Police, 4 Lieutenants, 9 Sergeants and 51 officers.

Law Enforcement is required to accurately document crime and traffic collision scenes to document evidence for criminal prosecution purposes. Currently traffic and crime related incidents and scenes, such as homicides, assault with deadly weapons, sexual assaults, major injury and fatal collisions, take several hours to document and investigate. This commonly creates extremely prolonged road closures which cause traffic circulation impacts within the city and surrounding areas as well as impacting police personnel availability time where staff is unable to respond to other calls for service. Historically, the processing of these scenes required law enforcement to manually measure and diagram crime scenes using measuring tape, photography, and hand drawn diagrams. Manually documenting crime scenes and collisions scenes is laborious and time consuming, contributes to significant traffic delays impacting the community and the environment, and exposes staff to hazardous conditions, including exposure to bodily fluids and other hazardous materials.

In 2015, laser 3D scanning technology became available, and most survey engineers upgraded their equipment, including the State of California Department of

Transportation (Caltrans). That same year, Caltrans replaced their Leica Total Station 02 (TS02) with a 3D Scanner. Caltrans offered a donation program to local law enforcement to surplus their old equipment and were fortunate to receive a used TS02. The used and surplus Leica TS02 we received has reached the end of its useful life, has experienced failures while processing scenes, and is no longer supported or maintained by the manufacturer. Additionally, the failures of this equipment have resulted in significant costs due to outsourcing the scene diagrams and analysis.

Modern 3D laser scanners do not require a prism and have the capability of plotting millions of points per second. The need for a modern 3D laser scanner is critical to preserving the evidence of a scene and providing professional police services in today's age. Law enforcement investigations, both traffic and criminal are often complex in nature and investigators only have one opportunity to accurately record the scene. Not only are law enforcement officers expected to capture and document scenes with precision and accuracy, but the documentation is also expected to happen with urgency while minimizing the impact to the community. Over the course of the last several years, the City of Petaluma traffic collisions and violent crimes have increased along with the demand for detailed forensic and crime scene analysis. In recent years, the Petaluma Police Department has been outsourcing traffic collision analysis services due to concerns associated with our TS02 laser scanner.

The 3D scanner has historically been most commonly used in the construction industry but has been adopted by law enforcement for forensic investigations. Laser scanning technology is revolutionizing many aspects of surveying a scene and applying measurements to criminal and traffic forensic investigations. The 3D scanner is a high-speed laser that offers the most efficient method for 3D measurements and 3D imagery. It has become apparent that this level of high-quality 3D data is expected to properly conduct thorough investigations. The 3D scanner can capture up to thousands of measurement points per second and plot all data points of interest with a simple 15-minute scan of a scene. This can include blood evidence, weapons, clothing, vehicles, tire skid marks, debris, roads, buildings, infrastructure, etc. In a forensic investigation there are hundreds or thousands of pieces of evidence from the size of a quarter to the size of a large vehicle. Since investigators are always looking at the amount of energy involved when trying to determine cause and origin, the pattern of collision debris dispersion is critical to a solving and ultimately prosecuting a case.

Another positive aspect of 3D laser scanning technology is the amount of time it saves officers at a specific crime scene. The laser scanner measures, creates, stores, manages, and interprets hundreds and thousands of data points in minutes. It would take officers several hours in person to conduct a fraction of this data collecting. In the

case of traffic collisions, collecting this data would cause roadway closures and delays that impact the entire city and climate for several hours at a time.

Unlike our current laser scanner, modern 3D laser scanners have the capability to analyze both indoor and outdoor locations regardless of size or area. Our current laser scanner has limited capabilities processing interior crime scenes and lengthy accident scenes. Most criminal investigations involve crime scenes in residences, businesses, or other enclosed areas which cannot be currently analyzed with our laser scanner. The expanded functionality offered by modern 3D laser scanner technology will greatly benefit our Crime and Collision Scene Investigations (CCSI) Team and expand our capabilities to process crime and collisions scenes regardless of location or size.

PART 3-RFP SCHEDULE AND PROCESS

Request for Proposal Published: **Monday May 17, 2021**

Questions may be asked via email by sending them to Police Department Management Analyst Kate McCoy at: kmccoy@cityofpetaluma.org. All questions are due **Friday May 27, no later than 3 pm**. All questions are to be asked via email, phone queries will not receive a response.

All proposals must be emailed, and clearly labeled "Public Bid" and are due **Monday, May 31, 2021 by 3:00pm**. *All electronic bids should be emailed to Management Analyst Kate McCoy at: kmccoy@cityofpetaluma.org*

Fax submissions will not be accepted.

Any proposal not delivered by **3:00pm on Monday May 31, 2021** will be disqualified.

A team has been selected by the Chief of Police to evaluate the proposals submitted. Proposals will be evaluated by the designated evaluation team.

All proposals will be public records upon conclusion of the evaluation process at the point in time when the Chief of Police is prepared to recommend award of a contract by the City Manager.

PART 4-DEFINITIONS

City- is defined as the City of Petaluma, a municipal government.

Vendor- is defined as an entity that meets the requirements listed under minimum qualifications.

Bidder- is defined as the entity responding and applying for this solicitation.

PART 5-PREPARATION AND REQUIREMENTS OF BIDS

The intent of the City is to seek a Vendor to provide a complete proposal for the listed equipment. The Petaluma Police Department requires the equipment meet ALL the specifications listed in Part 6 of this RFP.

Bidders are expected to examine specifications and instructions. Failure to do so will be at the bidder's risk.

Bids that are incomplete or do not meet the City of Petaluma's specifications may be rejected.

Responsible Bidder: The contract will be awarded to the responsible bidder whose proposal is determined to be most advantageous to the City, based on the evaluation criteria set forth in the RFP.

Cancellation: The RFP may be cancelled by the City of Petaluma at any time for any reason. Any proposal received may be rejected in whole or in part when in the best interest of the City of Petaluma.

Receipt of Proposal: It is solely the responsibility of the bidder to assure the timely receipt of its proposal at the location indicated in the bid announcement. *Late proposals will not be accepted.*

Vendor's Representations: Each vendor/bidder, by submitting a proposal, represents that they have read and understood the RFP documents and has submitted their proposal in accordance therewith; and that the proposal has been submitted by a duly authorized representative of that vendor.

The following items must be included in all proposals:

1. *Fully itemized quote- ALL REQUIREMENTS IN PART 6 plus all taxes (9.5% sales tax) and shipping costs*

2. *Proof of General Liability Insurance (attached)*
3. *Include documentation about vendors capability and qualifications with respect to this RFP*

PART 6- EQUIPMENT & TRAINING REQUIREMENTS

It is required that only new, high-quality, industrial grade, rigorously proven equipment is provided for all aspects of this project. **No end of life, repaired, rehabilitated, refurbished or other inferior equipment** will be accepted.

Equipment & Training Specifications

All of the following listed equipment/services should be included in the formal bid:

- ***(1) 3D Laser Scanner with: quick release, HDR photography, GPS, Compass, barometer, dual-axis compensator, accessory bay, power block battery, battery power dock, power supply, transport case, calibration certificate, manufacturer warranty, and quick start guide***
- ***3D Laser Scanner onsite training that discusses the 3D Scanner with the software, setup, and basic measurements. Onsite training should be for up to 5 people over consecutive days***
- ***Battery Power Block***
- ***Standard carbon fiber tripod for 3D Scanner to perfect performance and increase durability***
- ***3D Laser Scanner software with a minimum of four-year licensing and warranty***
- ***3D Laser Scanner equipment warranty and maintenance for minimum of four years***
- ***VR ready notebook computer***
- ***Sales tax (9.5%) and shipping costs***
- ***All additional costs***

PART 7-MINIMUM VENDOR QUALIFICATIONS

RESERVED

PART 8- SELECTION PROCESS

An evaluation committee will be selected by the Chief of Police. After the bids are evaluated, the top-rated bidders may be invited to make a presentation, if deemed necessary.

The evaluation and award of this bid shall be based on a combination of the factors: price, completeness of proposal, i.e., the degree to which it responds to all requirements and request for information contained herein, vendor's demonstrated capabilities and qualifications, compliance with the City of Petaluma's specifications and.

PART 9- DELIVERY

The awarded vendor shall deliver the products timely, directly, and not broken to the Petaluma Police Department at:

*Petaluma Police Department
969 Petaluma Boulevard North
Petaluma, California 94952
ATTN: Management Analyst Kate McCoy*

PART 10- COST AND METHOD OF PAYMENT

The awarded Vendor shall submit correct invoices once the items have shipped. Payment terms of those correct invoices are Net 30. The City may make various payments upon completed milestones to be negotiated with the successful Vendor.

Full payment will be made after each order is received, inspected, and found to comply with procurement specifications, free of damage, and properly invoiced.